

Illinois State Board of Elections
Vehicle Use Policy

- 7.03 Vehicle Use Policy. This policy applies to all state-owned vehicles which are either assigned to an individual employee, or Agency 'pool' vehicles used by SBE employees for bona fide State business purposes.
- 7.03.01 **Commuting – Non-assigned Vehicle –** Any state-owned vehicle not assigned to a specific employee shall not be used for the transportation of the state employee between that employee's office and the employee's home, unless one or more of the following conditions are met:
- A. When the employee using the vehicle has a travel assignment that begins or ends at the employee's home;
 - B. When the employee using the vehicle must begin or end a travel assignment outside normal state working hours;
 - C. When it is in the best interest of the state and approved in advance by the Executive Director, or the Director of Administrative Services.
- 7.03.02 **Authorized Use –** State-owned vehicles shall only be used for public purposes and in the best interests of the State. When performing official duties on behalf of the State, authorized uses include:
- A. Travel between places of State business, places of temporary lodging, places to obtain meals, and/or other locations necessary to perform official duties;
 - B. Travel to/from places to obtain emergency medical assistance or supplies;
 - C. Transport of:
 - 1) other State officers or employees who are on official State business;
 - 2) consultants or contractors working on behalf of the State;
 - 3) commercial firm representatives working with the State; or
 - 4) others as authorized in writing by the SBE Executive Director;
 - D. Transport of materials, equipment, supplies, tools, parcels, luggage, or other items necessary or required to perform official duties;
 - E. Operation of a State vehicle by a State contractor when required to meet the needs of a State contract and when authorized in writing by an agency head;
 - F. Operation of a State vehicle when on a travel-related assignment (including, but not limited to, pickup and return of a vehicle and necessary commuting);

Illinois State Board of Elections
Vehicle Use Policy

- G. Commuting in an assigned vehicle when one of the conditions set forth in this Part is met and the employee has complied with:
 - 1) the certification requirements of Section 7-601 of the Illinois Vehicle Code (625 ILCS 5/7-601); and
 - 2) all applicable reporting requirements of the Office of the Comptroller;
 - H. Operation of a specially equipped vehicle where a State official or employee is required to have constant access to the equipment in the vehicle (for purposes of the Section, "specially equipped vehicle" means a vehicle equipped with communications equipment regularly used to transmit over a network of the Emergency Management Agency); and
 - I. Any other use when for public purposes and in the best interests of the State, and authorized in writing by the Executive Director.
- 7.03.03 Unauthorized Use – Unauthorized use of a State owned vehicle includes, but is not limited to:
- A. Transportation for shopping, meals, entertainment, recreation or vacation purposes unrelated to the performance of official State business;
 - B. Transport of any person for any purpose unrelated to official State business;
 - C. Operation of a vehicle beyond the vehicle's rated capability;
 - D. Transport of materials, equipment, supplies, tools, parcels luggage, or other items unrelated to the performance of official State business;
 - E. Transport of hazardous or dangerous materials such as acids, explosives, weapons, ammunition, or highly flammable materials unless authorized in writing by an agency head or in an emergency;
 - F. Transport of items or equipment that may constitute an obstruction of safe driving or hazard to pedestrians or other vehicles; and
 - G. Any use in violation of applicable statute, rule, or executive order.
- 7.03.04 Assigned Vehicle Special Policies. This policy applies to all State owned vehicles which are assigned to an individual employee for bona fide non-compensatory operational reasons and which are used for commuting to and/or from work. It is the policy of SBE that employees with assigned vehicles may not use the vehicles for personal purposes, other than commuting or de minimis personal

Illinois State Board of Elections
Vehicle Use Policy

use (such as a stop for a personal errand between a business engagement and the employee's home).

- A. Use of State Garage and State-Owned Fueling Cards – The following policies apply to use of the State Garage and State-owned fueling (ex. WEX Bank) procurement cards.
- B. State Garage and State-owned fueling cards are to be used for Agency-related business travel only. Any use of State Garage or State-owned fueling cards for purposes other than Agency-related business travel (such as personal expenses, food, snacks, purchase of any item or service not directly related to SBE business activities) is considered unauthorized use for State business purposes.
- C. State Garage and State fueling cards may only be used for fuel and authorized parts/repairs only in the specific vehicle for which the card is assigned. State Garage and State fueling cards may not be used for travel related purposes in a State vehicle other than the specific State vehicle the card is assigned to. In addition, State Garage and State-owned fueling cards may not be used for travel-related expenses in an SBE's employee's personal vehicle (even if the travel is legitimately authorized SBE State business).
- D. If emergency repairs are required to a State vehicle while in use by a State employee, the employee should immediately contact the Springfield Vehicle Coordinator or the Director of Administrative Services to arrange necessary towing and/or repairs. The State Garage or State fueling card should not be used by the traveler to purchase parts or repairs unless authorized in advance by the Director of Administrative Services, or the SBE Executive Director. Failure to secure advance authorization may be considered unauthorized use for State business purposes.
- E. Failure to comply with the rules in this section may result in disciplinary action, up to and including discharge from the Agency.

7.03.05 Penalties and Disciplinary Actions - Any employee who is found using a State vehicle for unauthorized personal use:

- A. Shall pay to the state for each mile or fractional mile of personal use the amount which the state reimburses employees for official travel (See 80 Ill. Adm. Code 3000.300(f)(2));
- B. Shall immediately reimburse the full cost of any unauthorized use of State Garage or State-owned fueling cards, including any interest, fines, or penalties assessed;
- C. Does so solely at the risk of the employee and any personal injury or property damage to the employee, to state property,

Illinois State Board of Elections
Vehicle Use Policy

or to the person or property of others is the personal responsibility of the employee;

- D. May be subject to disciplinary action up to and including discharge. Factors which would mitigate against discipline include:
- 1) The personal use was unavoidable, due to an emergency;
 - 2) The personal use was of a brief duration and incident to the employee's duties;
 - 3) The personal use was for a purpose that could not have been accomplished outside normal business hours;
 - 4) The personal use did not result in the employee's departure from the route that would otherwise have been taken to perform business duties.

7.03.06 Drivers License and Insurance Requirements – Employees using a vehicle on state business must have a valid driver's license. Employees using private vehicles on state business must have insurance coverage in an amount not less than that required by law.

All employees who drive on SBE business must have a signed Certification of License and Automobile Insurance on file with the Agency before operating a vehicle on state business.

7.03.07 Vehicle Use Logs and Mileage Recording – This applies to all state owned vehicles which are either assigned to an individual employee or Agency 'pool' vehicles. Employees utilizing a state owned vehicle shall record each use of said vehicle with the Mileage Log maintained in that vehicle.

- A. The date(s) of travel, initial odometer reading, ending odometer reading, total miles traveled, purpose of the travel, and the signature of the employee is required to be recorded in the Mileage Log for each use.